Policy Statement:

On occasion, at the discretion of the residency Program Director and the Associate Dean for Graduate Medical Education, an individual may be accepted into a residency or fellowship program contingent upon successful completion of an “Externship” experience. The Program Director may appoint the resident/fellow to one unfunded month of externship training, just prior to the start of formal (funded) residency/fellowship training. The resident/fellow must hold a Massachusetts Limited License to practice medicine in order to participate in an externship experience. This month does not count towards specialty certification requirements. Program Directors should not rank applicants through the NRMP if there are unresolved questions concerning competency.

Reason for Policy

Directly supervised patient care experience can provide a valuable opportunity for residency program directors to observe the competency level of incoming residents who have had no prior LCME-, ACGME- or AOA-accredited medical training or experience and help these residents become acclimated to UMass prior to the official start of their residency.

Entities Affected By This Policy

- Residency and Fellowship Program Directors and Coordinators
- All UMMS Clinical Faculty involved in resident and fellow education

Scope

This policy applies to all externs who are not currently enrolled in an LCME-accredited or AOA-accredited or foreign medical school.

Responsibilities
The residency or fellowship program director is responsible for ensuring that all procedures are followed. The program director or a designated attending physician has full responsibility for the extern. The extern must remain under direct supervision of an attending for all interaction with patients.

**Procedures**

1. All requests for Externships MUST be initiated by the responsible UMass Memorial Residency Program Director. A written Externship Appointment Agreement must be signed by the Program Director, the Extern and the Associate Dean for Graduate Medical Education. This agreement must indicate the duration of the appointment, the nature of responsibilities and the supervision requirements. A copy of this agreement must be kept on file in the Office of Graduate Medical Education. Externs must also sign a UMMS Confidentiality Agreement and a UMASS Medical Center Confidentiality Agreement.

2. Externs are not considered employees of UMass Medical School. However, all Externs are expected to abide by all policies and procedures of UMass Medical School and, as applicable, the UMass Memorial Medical Center. Violation of University or hospital policies may result in immediate termination of Externship.

3. Externs must meet all requirements for acceptance into the formal residency/fellowship program. Externs must obtain a limited license from the Massachusetts Board of Registration in Medicine and must document existing malpractice insurance coverage.

4. All Extern work must be supervised; all orders and notes must be co-signed by a resident or attending. Attendings and residents must separately document the evaluation and treatment provided by attendings and residents in addition to co-signing the notes of the extern.

5. All residents, fellows and attending physicians who have supervisory responsibilities for the extern MUST be informed of the extern responsibilities and the extent of supervisor responsibility for writing and signing notes and orders.

6. A written evaluation will be completed by the program director at the conclusion of the externship.

7. Externs must complete a full UMMS pre-placement medical evaluation including a health history and immunization status and documentation of TB screening within the past six months.

8. Externs shall provide evidence of coverage by a health insurance policy

9. UMMC shall provide emergency first aid for any illness or injury to the extern while on UMass Memorial’s premises in the course of the Program through UMMS regular procedure for handling such emergencies, provided that Externs shall be responsible for their own medical expenses whether incurred at UMMMC or elsewhere. UMMMC and UMMS will not be responsible for providing or financing any ongoing or follow-up care for Externs.

10. Neither UMMMC nor UMMS will be responsible for loss or damage to personal property of the extern occurring at UMMMC.

11. The residency/fellowship program is responsible for orientation of externs to Medical Center policies and procedures including Infection Control, Public Safety and Confidentiality.
12. Externship experience does not count toward months of accredited training nor toward board eligibility.

13. Participation in a program as an extern does not guarantee acceptance into that or any other UMASS training program.

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**Approvals**

Approved 11/05/2004
Revised 8/12/2008

Approved by Graduate Medical Education Committee
Date